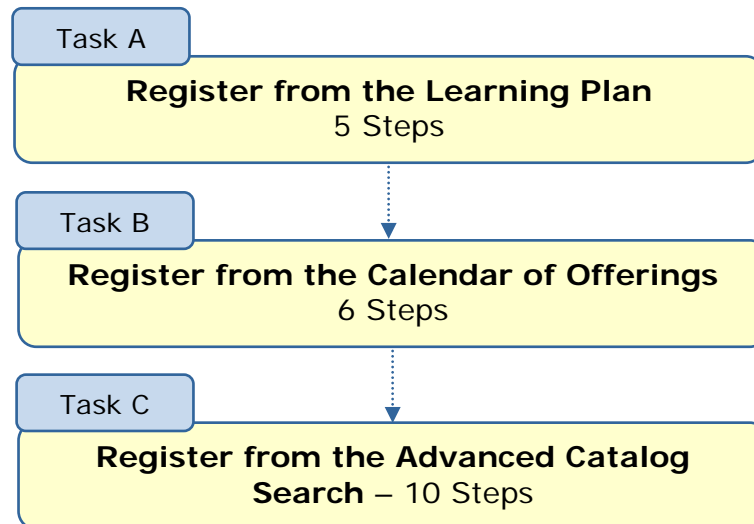


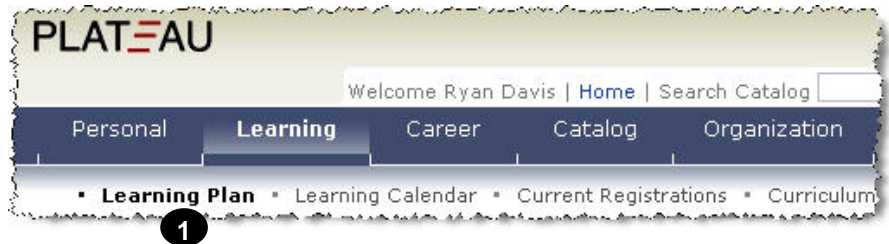
Job Aid: Self-Register in a Scheduled Offering

Purpose: The purpose of this job aid is to guide users through the step-by-step process of locating scheduled offerings and self-registering using the Learning Plan, Calendar of Offerings, and the Catalog. Each task below demonstrates a different method of registration.



Task A: Register from the Learning Plan

- 1 Select **Learning** → **Learning Plan** from the top menu.



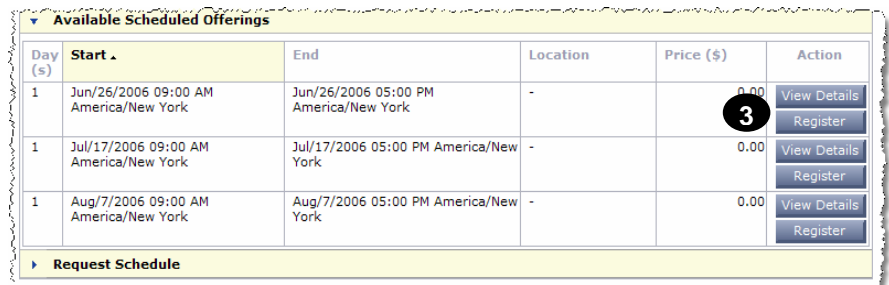
- 2 Locate the scheduled offering for which you want to register and select the desired **Action** button.



Click the **Request Schedule** button if there is no scheduled offering given at a convenient time. Enter the date and reason for the request.

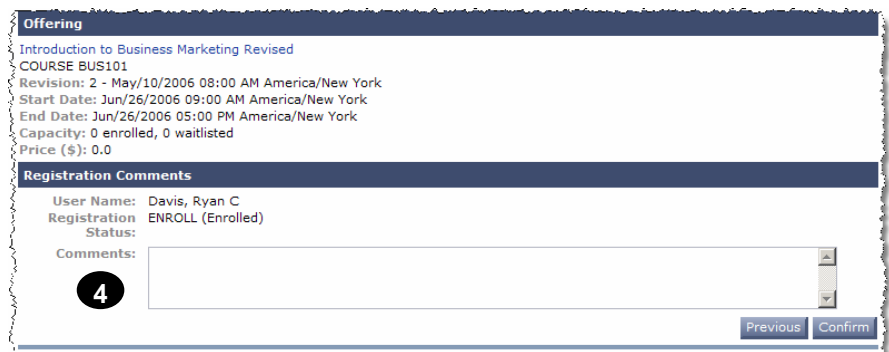
On the Registration page, review the *Available Scheduled Offerings* and find the segment you prefer.

- 3 Click the **Register** button for the corresponding scheduled offering.



Click the **View Details** button to view the description, exact times and locations for each segment of the scheduled offering.

- 4 Enter any optional comments in the *Registration Comments* field. Use this field for comments for the instructor, such as special needs.



- 5 Click the **Confirm** button.

5

Task B: Register from the Calendar of Offerings

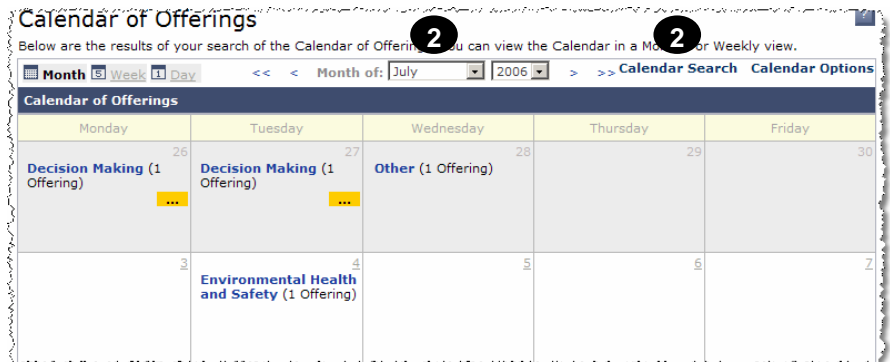
- 1 Select **Catalog** → **Calendar of Offerings** from the top menu.



- 2 Display the desired month by using the *Month of* dropdown or scroll through months using the arrows.

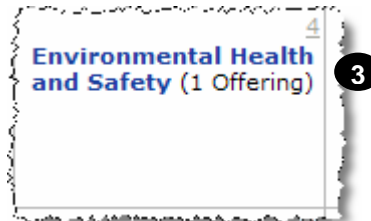
OR

Click the **Calendar Search** link to use a keyword search.



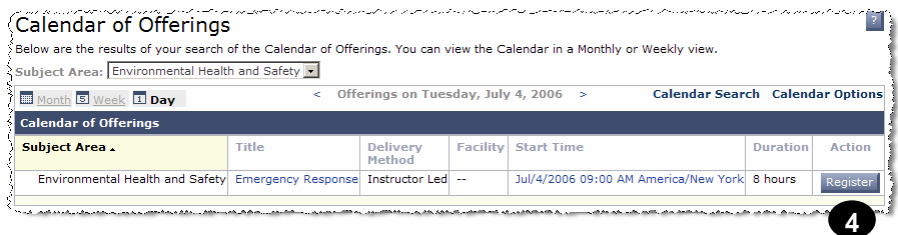
The subject area of the scheduled offering and the number of scheduled offerings that are scheduled for that day are displayed.

Subject areas may be color-coded.

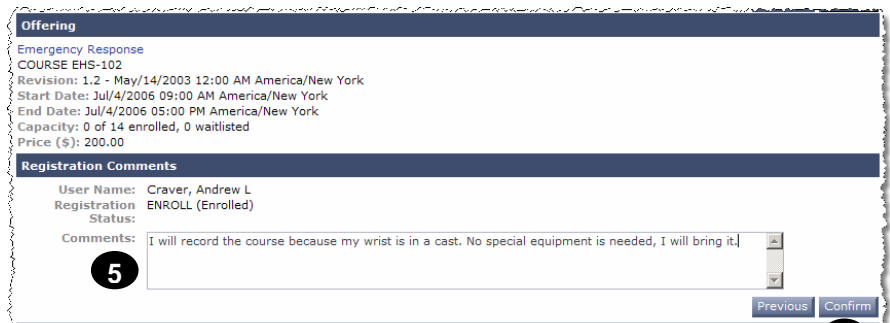


- 3 Click the **Subject Area**.
- 4 Review the offerings, select a segment, and click the corresponding **Register** button.

Click the **Start Time** to view the segment details of the scheduled offering.



- 5 Enter any comments in the *Registration Comments* field. Use this field for comments for the instructor, such as special needs.

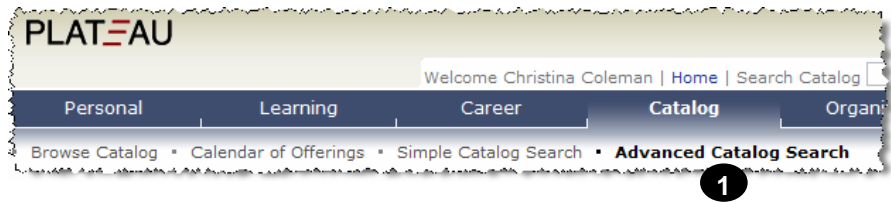


- 6 Click the **Confirm** button.



Task C: Register from the Advanced Catalog Search

- 1 Select **Catalog** → **Advanced Catalog Search** from the top menu.



- 2 Enter *keywords* to search for in the Catalog's *Title*, *Description* or *ID* fields.
- 3 Refine the search by selecting the desired *Search* for radio buttons and checkboxes.
- 4 Enter any other defining keywords for *Subject Area*, *Delivery Method*, and *Source*.
- 5 Click the **Search** button.

- 6 Locate the Item for which you want to register and click the **Add to Learning Plan** button.

You will then register for the offering from your Learning Plan.

- 7 Click the **Offering Details** button.

- 8 Click the **Register** button for the scheduled offering in which you want to register.

Click the **View Details** button to view the segment details of the scheduled offering.

9 Enter any comments in the *Registration Comments* field. Use this field for comments for the instructor, such as special needs.

10 Click the **Confirm** button.



The screenshot shows a web interface for self-registering in a scheduled offering. The top section, titled 'Offering', contains the following information: 'Introduction to Business Marketing Revised', 'COURSE BUS101', 'Revision: 2 - May/10/2006 08:00 AM America/New York', 'Start Date: Jun/26/2006 09:00 AM America/New York', 'End Date: Jun/26/2006 05:00 PM America/New York', 'Capacity: 1 enrolled, 0 waitlisted', and 'Price (\$): 0.0'. Below this is the 'Registration Comments' section, which displays the user's name as 'Coleman, Christina L' and their registration status as 'ENROLL (Enrolled)'. There is a text input field for 'Comments' with a circular '9' icon inside it. At the bottom right of the form are two buttons: 'Previous' and 'Confirm'.

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